



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

5/18/15

Yvonne Mathis-Joiner  
2654 N Division St  
Davenport IA 52804

Dear Yvonne,

This letter is in regards to the 5/12/15 compliance check of your category B Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

**Yvonne needs to insure that there is free unobstructed access to front door of house/exit. Need to store door to playroom in garage; need to move/remove Ethernet cord in bathroom, store vacuum cleaners that are present in living room; vacuum floor of play room; create more usable floor space in living room by picking up items on floor and couches.**

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

**Yvonne needs to update her emergency contact sheet.**

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

**Yvonne needs to move cleaner in kitchen to top of refrigerator, place child lock on bathroom sink cabinet, move mouthwash on bathroom sink countertop to child inaccessible area.**

☐ 110.5(1)c The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children.

**Yvonne will obtain disposable tweezers for her home first aid kit.**

☐ 110.5(1)e Electrical wiring shall be maintained.

☐ 110.5(1)e All accessible electrical outlets are safely capped.

**Yvonne will place safety caps in 1 outlet in kitchen.**

☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.

**Yvonne will store fire pit.**

☐ 110.5(1)h Is fenced off when located on a busy thoroughfare or near a hazard.

**Yvonne will have fence for outdoor play area completed by 7/15/15. Yvonne resides on a high traffic street in Davenport and the fence is necessary to prevent children from going to the front yard with this hazard present.**

☐ 110.5(1)h Is kept free from litter, rubbish and flammable materials.

**Yvonne will pick up recyclables and move recyclable bins to garage.**

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.

**Yvonne needs to provide documentation of these drills.**

☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

**Yvonne needs to place detector at top of basement steps.**

☐ 110.5(1)n Each smoke detector has been installed according to manufacturer's recommendations.

**Yvonne needs to replace battery in living room detector and replace detector at top of second story stairs.**

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

**Yvonne needs to show documentation of these checks.**

☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.

**Yvonne needs to show documentation of current physicals for two cats on approved form.**

☐ 110.5(1)u The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.

**Yvonne needs to show documentation of these procedures for children that become ill in her care.**

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

**Yvonne needs to show documentation of current physical for Robert Jr., Megan and herself. Any adult over the age of 18 must have their physical information recorded on approved provider physical record.**

☐ 110.5(2)b Certificates or training verification documentation for:

☐ 110.5(2)b Within the first three months of registration:

☐ 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

**Yvonne needs to show documentation of current course completion.**

☐ 110.5(2)c An individual file is maintained for each staff assistant and contains:

☐ 110.5(2)c A completed DHS Criminal History Record Check, form B, 595-1396

**Yvonne needs documentation of approval letter from the Central Child Care Registration Unit for Megan.**

☐ 110.5(2)c A completed Request for Child Abuse Information, form 470-0643

**Yvonne needs documentation of approval letter from the Central Child Care Registration Unit for Megan.**

☐ 110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every two years thereafter.

**Yvonne needs documentation of current physical for Megan on approved form.**

☐ 110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

**Yvonne needs documentation of current course completion for Megan.**

☐ 110.5(3) Activity Program.

☐ 110.5(3)e All play equipment and materials are in a safe condition, for both indoor and outdoor activities.

**Please refer to 110.5(1)h.**

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

**Need update for K.E., C.B.(7), C.B.(8) Parents need to completely resign and date underneath of previous signature and date field. No white outs or initials accepted.**

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

**Need update for K.E., C.B.(7), C.B.(8) Parents need to completely resign and date underneath of previous signature and date field. No white outs or initials accepted.**

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

**Need update for K.E., C.B.(7), C.B.(8) Parents need to completely resign and date underneath of previous signature and date field. No white outs or initials accepted.**

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

**Need second page of form filled out for A.H., K.F., D.F.**

- ☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

**Need update for C.B.(7), C.B.(8).**

- ☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

**Need update for K.E., C.B.(7), C.B.(8) Need date on form for K.F. Parents need to completely resign and date underneath of previous signature and date field. No white outs or initials accepted.**

- ☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

**Need for A.H., K.F., D.F. Need signature and date on form for K.E.**

- ☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

**Need for K.E., C.B.(7), A.H., K.F., D.F., E.F., K.F.**

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 7/1/15.**

- ☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur sometime on or after **7/1/15**.

Please do not hesitate to contact me at DHS at (319) 208-5521 if you have any questions regarding this letter.

Sincerely,

Chad Reckling  
Social Worker II

*MACHILLE PEZLEY*  
Machelle Pezley  
Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-866-324-3236

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).